

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet SO Technical labour	
Solicitation No. - N° de l'invitation EF944-190609/A	Date 2018-07-19
Client Reference No. - N° de référence du client EF944-19-0609	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-560-14959
File No. - N° de dossier MTC-8-41078 (560)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-11	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Ghali, Camille	Buyer Id - Id de l'acheteur mtc560
Telephone No. - N° de téléphone (514)607-2190 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein
Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

REQUEST FOR STANDING OFFER (RFSO)
TECHNICAL LABOUR SERVICES

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include

- Annex "Specifications and General Safety" - Statement of Work
- Annex "A" – Required Experience and qualifications
- Annex "B" – Table of Hourly Rates
- Annex "C" – SRCL -Security Requirements Checklist
- Annex "D" – Directors list

1.2 Summary

Request for technical labour of various trades for Public Works and Government Services Canada, located in different buildings of the area: 715 Peel, Montreal; 1001 St-Laurent, Longueuil; 3600 Casavant, St-Hyacinthe; Work likely to be requested, perform installations, renovations, modifications, repairs and maintenance.

The Standing offers duration is 3 years with additional 2 years as option

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The offeror is hereby advised that an additional security screening is required for every person having to access the offices of our client PSEPC at 715, Peel.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **10** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Quebec**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

"Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted."

"Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (___1___ hard copy)

Section II: Certifications (___1___ hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Table of Hourly Rates". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section II: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) The technicians must be trained and have the skills as stated in Annex "A", ootherwise, the bid will be deemed non-responsive.
- b) Annex "B" - Table of Hourly Rates: to be completed for all trades per building. It is mandatory to provide a price for all the trades contained in the building you wish to quote for.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause M0222T, (2016-01-28), Evaluation of Price

4.1.2.2 Basis of Evaluation of Price

For evaluation purposes, the number of hours showed in the "Estimated hours" - Annex "B" - will be multiplied by the hourly rate submitted in the corresponding boxes, to get a total per building and then the Total will be calculated for all 3 sites.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause M0031T, (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

4.2.2 One (1) standing offers can be awarded to the lowest bid tenderer, one for all three buildings designated in the specifications. The buildings are: 715 Peel, Montreal; 1001 St-Laurent, Longueuil and 3600 Casavant, St-Hyacinthe

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual Clause M3020T, (2016-01-28), Status and Availability of Resources - Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The offeror is hereby advised that an additional security screening is required for every person having to access the offices of our client at 715, Peel.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "Specifications and General Safety".

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EF944-190609

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex «C»;
 - b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from November 1st, 2018 to October 31st, 2021.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 periods, of one (1) year each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Camille Ghali
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Address: Place Bonaventure, 800 de la Gauchetière O.,
South-West tower,
Suite 7300,
Montréal (Québec) H5A 1L6

Telephone: 514 - 607-2190
Facsimile: 514 - 496-3822
E-mail address: camille.ghali@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department representative of PWGSC.

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or electronic document.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 40 000.00 (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **four** months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium complexity);
- e) Annex, «Specifications and General Safety»;
- f) Annex «B», Basis of Payment Table of hourly rates;
- g) Annex «C», Security Requirements Check List;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.11.2 SACC Manual Clauses

SACC Manual clause M3020C, (2016-01-28), Status of Availability of Resources - Standing Offer

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

Work must be executed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the contract (call-up), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex "B", as the total amount specified in the call-up. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Multiple payments

SACC Manual clause H1001C, (2008-05-12), Multiple payments

7.5.3 SACC Manual Clauses

SACC Manual clause A2000C, (2006-06-16), Foreign Nationals (Canadian Contractor)

SACC Manual clause A9117C, (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C, (2007-11-30), Time and Contract price Verification

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified hereafter. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.8 SACC Manual Clauses

SACC Manual clause A9039C, (2008-05-12), Salvage

SACC Manual clause A9068C, (2010-01-11), Government Site Regulations

ANNEX "Specifications and General Safety"

STATEMENT OF WORK

(See document hereafter)

ANNEX "A"

REQUIRED EXPERIENCE AND QUALIFICATIONS

(See document hereafter)

Solicitation No. - N° de l'invitation
EF944-190609/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-8-41078

Buyer ID - Id de l'acheteur
mtc506
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

Table of hourly rates

(See document hereafter)

Solicitation No. - N° de l'invitation
EF944-190609/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-8-41078

Buyer ID - Id de l'acheteur
mtc506
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(See document hereafter)

ANNEX “D “

INTEGRITY PROVISIONS – LIST OF NAMES

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

List of names: All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.



MONTREAL REGION

STANDING OFFER FOR TECHNICAL OPERATIONS

AND MAINTENANCE PERSONNEL

FOR THE FOLLOWING BUILDINGS:

715 Peel, Montreal
1001 St. Laurent, Longueuil
3600 Casavant, Saint-Hyacinthe

February 2018



Montreal Region

Specifications

For technical operations
and maintenance personnel

Bid documents – under separate cover: “Annex A – Required Experience and Qualifications” and “Annex B – Hourly Rates.”

SPECIFICATIONS	SECTION	NUMBER OF PAGES
	– Index of Specifications	1
	– Specifications	6
	– General Safety	23



Montreal Region

Specifications

For technical operations
and maintenance personnel

Section: Specifications

1. General information
2. Scope of work
3. Hours of work, security
4. Working conditions
5. Building manager
6. Fire protection
7. Cooperation
8. Cleaning

Section: General Safety

1. General clauses
2. Specific clauses



1. **GENERAL**

The contract documents (conditions, standing offer, general safety) shall be read in conjunction with these specifications and the general clauses.

2. **SCOPE OF WORK**

2.1 **General**

2.1.1 The Contractor must provide labour at the rates indicated in the rate table in Schedule B and shall provide all the tools needed to perform the tasks described in 2.2 below related to the building.

2.1.2 Materials may be provided by the Building Technical Officer, or the Contractor may be requested to provide materials. The Contractor will be reimbursed for materials in accordance with the general clauses of the specifications.

2.1.3 The Contractor must respond to routine service requests within three hours of receiving the notice sent by the Building Technical Officer. In an emergency, the response time shall not exceed one hour.

2.1.4 Services must not be provided unless a service request has been made.

2.2 **Work likely to be requested (partial list)**

Stationary Engineer

Including but not limited to:

- Carrying out preventive maintenance work on and repairs to all HVAC mechanical systems and parts.
- Checking the operation and maintenance of equipment parts and mechanical systems in accordance with PWGSC and manufacturers' instructions.
- Responding to complaints about comfort related to performance of the building's mechanical equipment.
- Operating or running the equipment and facilities needed to treat the air in the building.
- Required tools: All tools, other than electric tools and tools that cannot be transported in a toolbox (e.g., coil washer), shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.



Electrician

Including but not limited to:

- Preventive maintenance work on and repairs to electrical equipment.
- Maintenance of electrical controls, starters, distribution panels, circuit breakers, lighting fixtures and miscellaneous equipment, etc.
- Minor relocations of lighting fixtures not requiring changes to circuits or electrical distribution.
- Voltages: All voltages normally associated with low voltage (under 750 volts).
- Required tools: All tools, other than electric tools and tools that cannot be transported in a toolbox (e.g., ladder), shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.

Maintenance Labourer

Including but not limited to:

- Carrying out simple maintenance work and repairs.
- Assisting the various trades in performing their duties.
- Cleaning, painting, etc.
- Storing and transporting parts, materials and equipment.
- Carrying out miscellaneous cleaning.
- Required tools: All tools, other than electric tools and tools that cannot be transported in a toolbox (e.g., coil washer), shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.

Mechanic-Welder

Including but not limited to:

- Carrying out preventive maintenance work on and repairs to mechanically articulated equipment, hydraulic systems, mechanical systems and all metal hardware usually found in a building.
- Carrying out maintenance work on and repairs to garage doors, fire doors and sliding gates; adjusting or replacing the following items:
 - Cables
 - Springs
 - Hinges



- Guides
 - Wheels
 - Chains
 - Brakes/motors/clutches
 - Safety devices
- Loading docks - hydraulic platform
 - Pumps/strainers/pressure regulator
 - Hydraulic cylinders
 - Flaps
 - High-pressure hoses
 - Safety devices (mechanical)
 - Wheels/casters and pads
- Doors
 - Electric and manual throws
 - Hydraulic and mechanical door closers
 - Pivots
 - Hinges
- Steel pipe welding ASTM-A53 #10 to 80B)
- Required tools: All tools, other than electric tools and tools that cannot be transported in a toolbox (e.g., welding machine), shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.

Plumber-Pipefitter

Including but not limited to:

- Carrying out preventive maintenance work on and repairs to plumbing, sewer and heating/cooling systems.
- Repairing plumbing and heating/cooling devices, including pipes, valves, traps, controls and other accessories.
- Replacing plumbing accessories, such as sinks, basins, toilets, hot water tanks and drinking fountains.
- Required tools: All tools, other than electrical tools and tools that cannot be transported in a toolbox (e.g., pipe unplugging), shall be supplied by the Contractor.
- Reference: See Schedule A for required experience and qualifications.



Pipefitter-Refrigeration Technician

- Carrying out preventive maintenance work on and repairs to HVAC equipment, such as air compressors, cold rooms, chilled drinking fountains, heat pumps, chillers with alternate or screw compressor, refrigeration facilities equipment, computer room and building air conditioning equipment, etc.
- Carrying out work needed to keep the heating and air conditioning systems in good condition, including repairs to and calibration of air conditioning and ventilation systems and devices and their components and controls.
- Checking for leaks and repairing them by installing new joints, new sections of pipe and new connections or making welds.
- Responding to complaints about comfort related to performance of the building's mechanical equipment.
- Required tools: All tools, other than electrical tools and tools that cannot be transported in a toolbox (e.g., refrigerant recovery and recycling machine), shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.

Regulation/Control Technician

- Carrying out preventive maintenance work on, repairing and calibrating pneumatic, electric and electronic controls related to mechanical systems (heating, ventilation, humidification, refrigeration, etc.).
- Overseeing the operation and adjustment of automated control centre points.
- Adjusting set point and PID (proportional, integral and differential) control mode.
- Checking and calibrating temperature, humidity, flow and static and differential pressure, as well as thermostat.
- Responding to complaints about comfort related to performance of the building's mechanical equipment.
- Required tools: All tools, other than electric tools and tools that cannot be transported in a toolbox, shall be supplied by the Contractor.
- Reference: See Annex A for required experience and qualifications.



3. **HOURS OF WORK, SECURITY**

Work performed shall be invoiced according to the Hourly Rates in Annex B as follows:

7:00 a.m. to 4:00 p.m. Monday to Friday: day rate (straight time).

4:00 p.m. to 7:00 a.m. Monday to Friday (see exception below), Saturdays, Sundays and statutory holidays: overtime rate (double time).

Work will be done primarily during the day. From Monday to Friday only, overtime shall not be authorized until all of the Contractor's employees have completed eight (8) hours of regular work on straight time under the contract in a given work day. A pass will be required at all times in order to gain access to the site.

4. **WORKING CONDITIONS**

The working conditions are those prescribed by the Department of Labour of Canada.

5. **BUILDING MANAGER**

The building manager and Building Technical Officer are the only persons authorized to sign invoices and purchase forms for materials.

6. **FIRE PROTECTION**

The fire protection standards are those prescribed by the Fire Commissioner of Canada.

7. **COOPERATION**

7.1 The Contractor must cooperate with other Contractors and/or employees of the Department.

7.2 The Contractor must take all necessary measures with the Building Technical Officer before starting the work.

7.3 The Contractor must telephone the Building Technical Officer upon arriving at the site, when leaving the site for any reason and when leaving the site once the work is complete.

8. **CLEANING**

The Contractor must remove from the site and dispose of away from the building any debris generated by the work performed under this contract and shall clean up the work area at the end of every shift.



1. GENERAL CLAUSES

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the Principal Contractor and the Employer under the *Act respecting occupational health and safety* and to supervise the work.
- 1.2 The Contractor must manage its activities so as to ensure that the health and safety of its employees and the occupants of the building or facility and the public and protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these specifications.
- 1.3 The Contractor must comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the Construction Industry* and the *Regulation respecting occupational health and safety* where they apply.
- 1.4 The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and any other applicable codes or standards.
- 1.5 The Contractor must submit to the technical officer a prevention program specific to any activities the Contractor is likely to carry out in the building at least 10 days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Officer may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall make any such required corrections before starting work.

The prevention program must be based on identification of risks and shall take into account the information and requirements set out in these specifications. The program shall be applied for the entire term of the contract and shall meet the following requirements:

- include the company's policy on health and safety;
- include an organization chart of health and safety responsibilities;
- identify the risks specific to each category of task to be performed in execution of the contract and the corresponding preventive measures, based on regulatory requirements;
- identify the person responsible for applying the preventive measures;
- take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
- include first aid and primary care standards;



- include a procedure in case of accident;
 - include a worksite inspection checklist based on the content of the risk identification;
 - include any repair tasks that may be assigned under this contract;
 - include a written undertaking from all parties to adhere to the prevention program.
- 1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor shall develop a prevention program specific to the work to be completed and submit it to the Building Technical Officer, and must also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this act. The requirements related to that program are the same as the requirements listed in 1.5.
- 1.7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the Building Technical Officer. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CSST with a copy to the Building Technical Officer.
- 1.8 The Contractor must submit the following documents to the Building Technical Officer:
- a copy of the training certificates required for application of these specifications and safe planning of the work, for example, general health and safety for construction sites (asbestos, lockout, first aid, etc.);
 - a copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used;
 - confirmation of the medical examinations of its supervisory employees and all employees. Where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the Contractor shall promptly submit confirmations of medical exams for all persons newly arrived in the work area;
 - a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety code for the construction industry* (S-2.1, r. 6), any other statute or regulation, or any other clause of the specifications or contract. A copy of these documents shall also be sent to the CSST and shall be available on the site at all times;



- a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
- an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
- a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.

1.9 The Contractor must ensure that the equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The technical officer reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.

1.10 The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.

1.11 The Contractor must take such measures as are necessary to enforce and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and comply promptly with any order or correction notice issued by the Commission de la santé et de la sécurité du travail..

Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action to be necessary for health and safety reasons.

1.12 Without limiting the scope of the preceding clause, the Building Technical Officer may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers shall be informed of the details of the prevention program and their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

1.13 The Contractor must inspect the worksite and submit to the Building Technical Officer a duly completed worksite inspection sheet every



working day or at an interval determined with the Building Technical Officer on the call-up against a standing offer form.

- 1.14 The Contractor must promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Officer or the PWGSC health and safety coordinator or in the course of a periodic inspection. Submit to the Building Technical Officer written confirmation of all measures taken to correct non-compliance or hazardous situations.
- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- 1.16 The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety code for the construction industry*, S-2.1, r. 6.
- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:
 - notice of opening of construction site;
 - identification of Principal Contractor;
 - company's health and safety policy;
 - site-specific prevention program;
 - emergency plan;
 - safety data sheets for all controlled products used on site;
 - minutes of site committee meetings;
 - names of the worksite committee members;
 - names of first aid attendants;
 - CSST intervention and correction reports.
- 1.19 The Contractor must mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor must take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each work day, the workplace is free of any hazards.



- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the technical officer with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Officer orally and in writing. The Contractor shall then make the necessary changes to the prevention program to ensure that work can resume safely.
- 1.23 In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the technical officer promptly.
- 1.24 Subcontracting is not permitted without special authorization from the Building Technical Officer. In making a decision, the Building Technical Officer will consider the subcontractor's ability to meet these requirements.
- 1.25 Sealing guns and other cartridge devices must not be used without authorization from the Building Technical Officer.

The above notwithstanding;

- Every person who uses a sealing gun shall have a training certificate and shall meet all the requirements of section 7 of the *Safety code for the construction industry* (S-2.1, r. 6);
- Cartridge devices shall be used as directed by the manufacturer and in accordance with the applicable standards and regulations.

- 1.26 On the worksite, the Contractor must consider the following conditions in developing a safe work plan:

There is asbestos in the pipe insulation in some rooms. While there is no requirement in these specifications for handling asbestos, the Contractor shall notify the Building Technical Officer (chief of operations) immediately if such insulation is disturbed during the work or if unscheduled work makes it necessary for the Contractor to handle asbestos.

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety code for the construction industry*, the *Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do roofing work. The Contractor shall indicate in its prevention program the measures to be taken to prevent falls.

The Contractor may be asked to do work near a body of water or holding pond. The Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.



The Contractor may be asked to do work at heights in the receiving area, plants and elsewhere. The Contractor shall indicate in its prevention program the measures to be taken for work at heights.

The Contractor may be asked to inspect or check electrical rooms. The Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.

The Contractor may be asked to do work in confined spaces. The Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the Construction Industry*, the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1.

The Contractor may be asked to do work in laboratories. The Contractor shall contact the Building Technical Officer to determine whether special procedures need to be taken.

2. SPECIFIC CLAUSES

Note

The ELF forms referred to below will be given to the Contractor at the appropriate time by the Building Technical Officer.

2.1 Lock-out

2.1.1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor shall produce in writing and apply a lock-out procedure and complete the disconnect request form (ELF #13) provided by the Building Technical Officer.

The following is a partial list of situations where use of the form is mandatory:

- main building power supply lines
- power supply line panels and sub-panels
- bus bars (shielded)
- motor control centres
- back-up power circuits
- fire alarm and fire protection devices
- mechanical protection devices (sump pump, etc.)
- building services alarm circuit, specifically heating, ventilation and air conditioning systems
- circuits powering two or more pieces of equipment
- circuits powering a single piece of equipment used in a cooling or heating system



After duly completing the form, the Contractor shall have it countersigned by the workplace supervisor before carrying out any work.

- 2.1.2 Notwithstanding the preceding clauses, the Contractor shall, in an emergency, obtain oral confirmation of power cut-off from the Building Technical Officer and, as soon as that confirmation is obtained, record in writing the request for electrical cut-off or bypass.
- 2.1.3 The procedure referred to in clause 2.1.1 shall comply with the principles set out in the brochure on lock-out published by the *Association paritaire en santé et sécurité du secteur de la construction* (ASP Construction).
- 2.1.4 The supervisors and workers concerned must have completed the course on lock-out techniques offered by ASP Construction, 514-355-6190 or 1-800-361-6190 or an equivalent course offered by another organization.
- 2.1.5 For any work that absolutely must be carried out with the power on, the Contractor shall identify the situation in writing and make provisions for the preventive measures that will be applied, including personal protective equipment.

2.2 Work at heights

- 2.2.1 The Contractor must provide the equipment needed to work at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor must ensure that every person who does work which entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor must plan and organize work so as to foster the elimination of hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt shall not be used for fall protection.
- 2.2.4 Equipment, tools or protective devices that cannot be installed or used without compromising the health and safety of workers or members of the public are deemed unsuitable for the work to be performed.
- 2.2.5 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 2.2.6 Identify a danger zone wherever equipment for work at heights is used.

2.3 Asbestos

Before starting work likely to generate asbestos dust, the Contractor shall:



2.3.1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety code for the construction industry* S-2.1, r-6.

2.3.2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).

2.3.3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

2.4 **Confined spaces**

PWGSC classifies and evaluates all confined spaces on properties of which it is the custodian. Confined spaces are divided into three classes: 1. low risk; 2. medium risk; and 3. high risk. An evaluation report is produced for every confined space. The report identifies all of the characteristics and entry requirements of the confined space. It is one of the elements taken into account in issuing permits and developing work procedures.

All confined spaces shall be properly identified based on their classification. A PWGSC-approved sign shall be posted at the entrance or as close as possible to confined spaces.

2.4.1 **Class 1**

For all Class 1 (low risk) confined spaces, every person involved must have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor shall apply methods to ensure the general health and safety of persons required to carry out work in such spaces.

Before accessing the confined spaces, the Contractor shall notify the Building Technical Officer or the supervisor of the scheduled in and out date and time.

Persons with access to low-risk confined spaces shall record the pertinent information in the confined spaces access log (form ELF 103); in other words, persons entering a low-risk confined space are required to sign in and out every time.

2.4.2 **Classes 2 and 3**

For all Class 2 and Class 3 (medium and high risk) confined spaces, the following measures must be rigorously applied.

2.4.2.1 The Contractor's prevention program must contain a written procedure identifying:

- the tools needed to perform the work;
- the equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
- pipes and conduits entering the confined space;



- the hazards and safety measures to be taken depending on the work to be performed;
- contaminants that might be encountered in the confined space;
- appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor must complete an access permit (form ELF 101). The permit is valid for one shift and shall take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The Contractor can, however, use its own form provided that it contains all the information appearing on the form supplied by the person in charge of the workplace.

2.4.2.3 The Contractor shall complete a hot work permit where the work to be shall performed includes welding, cutting or any other activity that produces a flame or sparks (standard form FEL 102).

2.4.2.4 Every person who has access to a confined space must hold the following training certificates:

- PWGSC safe work in confined spaces (ASP Construction)
- workplace first aid and CPR (organization recognized by the CSST)
- use of ventilation devices (ASP Construction)
- use of safety harnesses (ASP Construction)
- use and maintenance of respiratory protection devices (ASP Construction)
- gas detection devices (ASP Construction)

Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.

In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.

2.4.2.5 Every person who has access to a confined space must produce a medical certificate confirming his or



- her fitness to work in a confined space. Such certificates are valid for two (2) years.
- 2.4.2.6 Employees required to work in sewage collection systems or similar systems must be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.
- 2.4.2.7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.
- 2.4.2.8 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- 2.4.2.9 Before entering the confined space and every 15 minutes thereafter, the Contractor must take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- 2.4.2.10 The Contractor must supply its own gas detection devices and keep them in good condition. The technical officer may have the accuracy of the Contractor's devices checked at any time by a qualified person. If a detection device fails, work shall be suspended immediately, and all workers shall leave the confined space. No claim for lost time will be accepted in those circumstances.
- 2.4.2.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.2.12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such



equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.

- 2.4.2.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- 2.4.2.14 The Contractor must provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.2.15 The Contractor must post signs to stop unauthorized persons from entering the confined space.
- 2.4.2.16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.2.17 The Contractor must ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor must assign a qualified person to assume the duties of custodian. The custodian shall:
- be familiar with the procedure for working in a confined space;
 - ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;
 - be familiar with the gas detection devices and ensure that they are in working order throughout the work;
 - be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work;
 - be familiar with emergency procedures.



- Ensure that:
 - ✓ all workers entering the confined space observe the Contractor's work procedure;
 - ✓ working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.

2.4.2.19 The custodian must remain at the entrance to the confined space as long as there is a worker in the space.

2.4.2.20 The Contractor shall designate a person to be in charge of safety in confined spaces. The designated person shall be on the worksite at all times.

2.4.2.21 The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.

2.5 Hot work

2.5.1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning and heating.

2.5.2 The Contractor s must not start work that involves hot work until it has received a PWGSC "Hot Work Permit" (ELF 102) from the building technical authority.

2.5.3 Work shall be performed in accordance with Fire Commissioner standard FC 301, Standard for Construction Operations, June 1982. FC 301 is available at the following Internet address:

<http://www.rhdsc.gc.ca/fr/pt/ot/pi/normes/301.shtml>

2.5.4 A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a radius of 5 m of any flame or source of sparks or intense heat.

2.5.5 A person shall be designated to conduct fire checks for at least 30 minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the Building Technical Officer (or a designated representative) after the 30-minute period ends.

2.5.6 Propane cylinders shall be stored in accordance with standard CAN/CSA- B149.2-00 *Propane Storage and Handling Code* and shall meet the specific conditions set out in this document. Cylinders shall be stored outdoors in a safe place where they will not be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit shall be locked at all times; the storage unit shall be



located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.

All cylinders used or stored on worksites shall have a collar designed to protect the valve.

Refilling of cylinders on worksites is not permitted unless a procedure conforming to standard *CAN/CSA B149.2* is approved and authorized by the Building Technical Officer.

2.5.7 Welding and cutting

Note: For welding and cutting work, the following conditions must be met in addition to the conditions stated above.

1.5.7.1 Welding and cutting must be performed in accordance with sections "3.13. Compressed gas supply" and "3.14. Welding and cutting" of the *Safety code for the construction industry* (R.S.Q., c S-2.1, r. 6).

1.5.7.2 Work must be performed in accordance with Fire Commissioner standard FC 302, Standard for Welding and Cutting, May 1979. FC 302 is available at the following Internet address:

<http://www.rhdsc.gc.ca/fr/pt/ot/pi/normes/302.shtml>

2.5.7.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions shall be taken when that type of work is being carried out:

- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least 6 metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety code for the construction industry*, c. S-2.1, r.6.
- Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, corridors or elevators.
- Do not allow acetylene to come into contact with such metals as silver, mercury, copper



and brass with a copper content of more than 65%, to avoid the risk of explosion.

- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Remove or protect combustible materials that may be near the welding site.
- Never weld or cut closed containers.
- Take protective measures when welding or cutting near pipes, tanks or other containers containing flammable substances.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless:
 - Air samples have been taken and indicate that the work can be done safely; or
 - Measures have been taken to ensure worker safety.

2.6 Scaffolding

2.6.1 Footings

- Scaffolding must be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor must submit its calculations to the Engineer and obtain the Engineer's authorization before proceeding.

2.6.2 Assembly, bracing and anchoring

- All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety code for the construction industry*.
- In situations where it is necessary to remove some scaffolding components (e.g., cross pieces), the Contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.



- Where the span between two scaffolding supports is greater than 3 m, the Contractor shall provide an assembly plan signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers must be protected against falls.
- Before starting the work, the Contractor shall submit to the Engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall comply with the provisions of sections 3.9.4.5, 2.9.1 and 2.10.12 of the *Safety code for the construction industry* (as amended on August 2, 2001)

2.6.4 Platforms

- Scaffold platforms must be designed and installed in accordance with the provisions of the *Safety code for the construction industry*.
- If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Safety code for the construction industry* (in force on January 1, 2002).
- Platforms shall cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four sections (or 6 m) high or higher shall have a full platform covering the entire surface of the putlogs every 3 m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

2.6.5 Guardrails

- A guardrail shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- On scaffolding four sections (or 6 m) high or higher that require full platforms, guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

2.6.6 Access

- The Contractor must ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs shall be installed on all scaffolding



with six or more sets of uprights and six sections (or 9 m) high or higher.

2.6.7 Protection of the public and occupants

- The Contractor must identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects.

2.6.8 Use of public roads

- Where it is necessary to encroach on a public road, the Contractor must obtain at its own expense any authorizations and permits required by the competent authority.
- The Contractor must install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders shall be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.

Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs must be installed on all scaffolding with six or more sets of uprights and six sections (or 9 m) high or higher.



ANNEX A

REQUIRED EXPERIENCE AND QUALIFICATIONS

PWGSC reserves the right to verify at any time the experience and qualifications of each employee

SECTION I – Stationary Mechanic

SECTION II – Electrician

SECTION III – Maintenance Labourer

SECTION IV – Mechanic-Welder

SECTION V – Plumber-Pipefitter

SECTION VI – Pipefitter-Refrigeration Technician



ANNEX A

REQUIRED EXPERIENCE AND QUALIFICATIONS

SECTION I

Stationary Mechanic

QUALIFICATIONS

Vocational certificate:	Valid Class 4 stationary mechanic certificate and B refrigeration licence issued by the Province of Quebec.
Language requirements:	Knowledge of French is essential for this position.
Training and experience:	Acceptable combination of training and experience in maintenance and repair of mechanical systems (air conditioning, ventilation, heating and plumbing) in institutional buildings. Minimum of three years' experience.
Knowledge:	Knowledge of safety principles related to the use, handling and storage of chemicals and hazardous materials (WHMIS).

SECTION II

Electrician

QUALIFICATIONS

Vocational certificate:	Holds a valid electrical journeyman certificate issued by the Province of Quebec or a valid electrical journeyman certificate issued by the Commission de la construction du Québec (CCQ).
Language requirements:	Knowledge of French is essential for this position.
Training and experience:	<p>Acceptable combination of training and experience at a journeyman level in the operation, repair and maintenance of electrical systems.</p> <p>Minimum of three years' experience.</p>
Knowledge:	Knowledge of safety principles related to the use, handling and storage of chemicals and hazardous materials (WHMIS).

SECTION III

Maintenance Labourer

QUALIFICATIONS

Language requirements:

Knowledge of French is essential for this position.

Experience:

Experience in general maintenance of large buildings.

Experience in maintenance and architectural and mechanical repair related to buildings.

Knowledge:

Knowledge of the principles of safe use, handling and storage of chemical products and hazardous materials (WHMIS).

SECTION IV

Mechanic-Welder

QUALIFICATIONS

Vocational certificate:	No vocational certificate required.
Language requirements:	Knowledge of French is essential for this position.
Training and experience:	<p>Acceptable training and/or experience in maintenance and techniques used to make routine repairs to varied mechanical facilities and experience in the use of oxyacetylene welding equipment; electric arc welding; brazing and burning ferrous and non-ferrous parts and sections.</p> <p>Minimum of three years' experience.</p>
Knowledge:	Knowledge of the principles of safe use, handling and storage of chemical products and hazardous materials (WHMIS).

SECTION V

Plumber-Pipefitter

QUALIFICATIONS

Vocational certificate:

Hold a valid pipefitter specializing in plumbing qualification certificate issued by the Province of Quebec or a valid journeyman plumber's competency certificate issued by the Commission de la construction du Québec (CCQ).

Language requirements:

Knowledge of French is essential for this position.

Training and experience:

Acceptable combination of training and experience in maintenance and repair of plumbing and heating systems.

Minimum of three years' experience.

Knowledge:

Knowledge of safety principles related to the use, handling and storage of chemicals and hazardous materials (WHMIS).

SECTION VI

Pipefitter-Refrigeration Technician

QUALIFICATIONS

Vocational certificate:

Hold a valid pipefitter specializing in refrigeration qualification certificate issued by the Province of Quebec or a valid journeyman plumber's competency certificate issued by the Commission de la construction du Québec (CCQ).

Accreditation certificate under the federal *Halocarbon Regulations*.

Language requirements:

Knowledge of French is essential for this position.

Training and experience:

Acceptable combination of training and experience in maintenance and repair of plumbing and heating systems.

Minimum of three years' experience.

Knowledge:

Knowledge of safety principles related to the use, handling and storage of chemicals and hazardous materials (WHMIS).



ANNEX "B"

715 PEEL, MONTREAL

TABLE OF UNIT PRICE SERVICES HOURLY RATE SERVICES

* fill in the shaded zone

	Estimated hours for 3 years	HOURLY RATES		TOTAL
DAYLY RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	12000		=	
ELECTRICIAN	6000		=	
GENERAL LABOUR	6000		=	
WELDER MECHANIC	50		=	
REFRIGERATION (HVAC) MECHANIC	6000		=	
PLUMBER	50		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL daily rate (a)				
ADDITIONAL RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	480		=	
ELECTRICIAN	50		=	
GENERAL LABOUR	240		=	
WELDER MECHANIC	0		=	
REFRIGERATION (HVAC) MECHANIC	0		=	
PLUMBER	0		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL additional rate (b)				
TOTAL 715 PEEL, MONTREAL (a) + (b)				(C)



ANNEX "B"

1001 ST-LAURENT, LONGUEUIL

TABLE OF UNIT PRICE SERVICES HOURLY RATE SERVICES

* fill in the shaded zone

	Estimated hours for 3 years	HOURLY RATES		TOTAL
DAYLY RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	360		=	
Electrician	360		=	
GENERAL LABOUR	360		=	
WELDER MECHANIC	360		=	
REFRIGERATION (HVAC) MECHANIC	360		=	
PLUMBER	360		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL daily rate (d)				
ADDITIONAL RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	100		=	
ELECTRICIAN	10		=	
GENERAL LABOUR	100		=	
WELDER MECHANIC	100		=	
REFRIGERATION (HVAC) MECHANIC	100		=	
PLUMBER	100		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL additional rate (e)				
TOTAL FOR 1001 ST-LAURENT, LONGUEUIL (d) + (e)				(F)



ANNEX "B"

3600 CASAVANT, ST-HYACINTHE

TABLE OF UNIT PRICE SERVICES HOURLY RATE SERVICES

* fill in the shaded zone

	Estimated hours for 3 years	HOURLY RATES		TOTAL
DAYLY RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	1000		=	
ELECTRICIAN	120		=	
GENERAL LABOUR	1000		=	
WELDER MECHANIC	1000		=	
REFRIGERATION (HVAC) MECHANIC	1000		=	
PLUMBER	1000		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL daily rate (g)				
ADDITIONAL RATE (see Endnotes Annex "A") (According to article 3 of the specifications)				
STATIONARY MECHANIC	100		=	
ELECTRICIAN	10		=	
GENERAL LABOUR	100		=	
WELDER MECHANIC	100		=	
REFRIGERATION (HVAC) MECHANIC	100		=	
PLUMBER	100		=	
REGULATION (CONTROL) TECHNICIAN	0	X	=	
TOTAL additional rate (h)				
TOTAL FOR 3600 CASAVANT, ST-HYACINTHE (g) + (h)				(l)



ANNEX "B"

TOTA - 3 BUILDINGS

**TABLE OF UNIT PRICE SERVICES
HOURLY RATE SERVICES**

NOTES :

1. The Department will pay the Contractor the amounts negotiated for each repair authorized by the Departmental Representative. The Contractor will be paid for the hourly rate work as per the general requirements of the Specifications section and will not be entitled to any additional compensation for any variation between the hours negotiated for each repair and the hours actually worked. The Contractor must obtain prior approval from the authorized departmental representative before commencing any work.
2. The hourly rates above must include all labor costs related to staff work, including all incremental benefits, transportation, vehicle cost, administration, parking and profit of the Contractor.
3. Hourly Labor Rates will be indexed at 2% annually on the anniversary date of the contract, including the optional year whenever applicable

BUILDINGS	TOTAL
715 PEEL, MONTREAL (C)	
1001 ST-LAURENT, LONGUEUIL (F)	
3600 CASAVANT, ST-HYACINTHE (I)	
FINAL BID	



Government
of Canada

Gouvernement
du Canada

RECEIVED
JUN 08 2018

Contract Number / Numéro du contrat

EF944-190609

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction BI	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Service de Personnel Technique				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Accès aux salles mécaniques principalement

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?



No
Non



Yes
Oui



No
Non



Yes
Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?



No
Non



Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?



No
Non



Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?



No
Non



Yes
Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?



No
Non



Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



No
Non



Yes
Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).